

FOB PROCEDURE (1 – 8)

1. Buyer issues ICPO, and company registration certificate and data page of buyer's Passport or any I.D.

2. Seller issues Commercial Invoice (CI) & Warning Letter to buyer, buyer signs and returns back to seller with

his tank farm TSA. Seller provides the below documents to buyer.

- Company Registration Certificate.**
- Product Quality Passport (Dip Test Result).**
- Statement of Product Availability**
- Certificate of Origin of the Product.**

3. Seller provides SGS Report strictly to buyer's Tank Farm for verification, as soon as Buyer's Tank farm

management verify and Confirms the SGS Report, Buyer will provide 5 days TSR from their Tank Farm to

receive their product.

4. Seller issues following POP documents to Buyer:

- a) Injection report**
- b) Dip test authorization letter (DTA) - Unconditional**
- c) Authorization to sell**
- e) Authorization to verify the product in the tank (ATV)**

5. Buyer conducts Dip test on the product and makes the payment for the total value of product injected into

the tanks through the means of MT103- TT.

6. Product Injection to buyer's tank proceed.

7. Seller pays all intermediaries involved in the transaction and subsequently monthly shipment continues as

per terms and conditions of the Commercial Invoice and extension of transaction by issuing 12 months' contract to buyer for proceeding.

FOB TANK TO VESSEL – TTV (2 – 8)

1 Buyer issues ICPO, and company registration certificate and data page of buyer's Passport or any I.D.

2. Seller issues Commercial Invoice (CI) & Warning Letter to buyer, buyer signs and returns back to seller with

his Charter Party Agreement (CPA). Seller provides the below documents to buyer.

- Company Registration Certificate.**

- Product Quality Passport (Dip Test Result).**

- Statement of Product Availability**

- Certificate of Origin of the Product.**

3. Seller logistics team verify buyer's provided CPA After confirmation, buyer extend Seller's Tank for 2 days to

enable the product Injection to buyer's Vessel.

4. Seller issues following POP documents to Buyer:

a) Fresh SGS Report or Equivalent.

b) Injection report

c) Dip test authorization letter (DTA) - Unconditional

d) Authorization to sell

e) Authorization to verify the product in seller's tank (ATV)

5. Buyer conducts Dip test on the product and makes the payment for the total value of product injected into

the tanks through the means of MT103- TT.

6. Product Injection to buyer's VESSEL proceed.

7. Seller pays all intermediaries involved in the transaction and subsequently monthly shipment continues as

per terms and conditions of the Commercial Invoice and extension of transaction by issuing 12 months' contract to buyer for proceeding.

CIF PROCEDURE (3 – 8)

1. Buyer issues ICPO with Company' Profile and Buyer Passport Copy, Company's registration Copy.

2.Seller issues Sales and Purchase Agreement (Contract), Commercial Invoice (CI) for buyer's review and

signing. And send back to seller within 48 hours, once Seller received the counter signed Contract/ CI will

release NCNDA/IMFPA for the Mandate/ intermediaries commissions for filling.

3. Seller registers and legalizes the signed Sales and Purchase Agreement contract and provide the registered,

legalized and notarized SPA including PPOP as listed below.

--- Product Allocation certificate issued by Energy Ministry

--- Company registration certificate.

---Certificate of Origin.

--Statement of Availability of the product.

--- Product Export license for Allocation Issued by Energy Ministry

---Commitment to Supply.

---Product Passport.

4. Upon confirmation of Seller's PPOP Documents, Seller and Buyer pay 50% of the Lift-able shipment to the

shipping department to enable booking of their vessel and loading of the product and furnish buyer with all the

shipping documents. Such like:

---Charter Party Agreement to transport the product to discharge port.

---Bill of Landing.

---Vessel Questionnaire 88 - NOR &ETA

5. Upon providing the Shipping document to the buyer, buyer others his bank to release payment Instrument

DLC MT700 for the lift-able quantity and seller's bank respond with 2% PB to buyer's bank to activate the

payment instrument., and also release the remaining PPOP document to buyer'

--- Product Allocation Export Permit.

--- Product Allocation Title Ownership certificate.

---Port storage agreement.

---SGS Quality and Quantity Certificate.

---Tank Storage Receipt.

6. Upon arrival of the vessel tanker at the discharge port, buyer conducts own SGS Inspection and makes

payment for the full shipment via TT Wire or MT103 within 48 hours according to Q&Q report. Seller transfers

title of the product to buyer.

7. Seller pays to mandates / intermediaries according to NCND/IMFPA agreement within 48 hours after

receiving TT/MT103 payment from the buyer's bank. Seller will instruct their bank to release the commissions

to Mandate / Intermediaries

8. After completing first shipment, Both Parties will proceed according to signed SPA, second shipments continue and payment by IRDLC M700 vs. 2%

FOB PROCEDURE (4 – 8)

1 Buyer issues ICPO, and company registration certificate and data page of buyer's Passport or any I.D.

2.Seller issues Commercial Invoice (CI) & Warning Letter to buyer, buyer signs and returns back to the seller

with his tank farm TSA. The seller provides the below documents to buyer.

- Company Registration Certificate.**
- Product Quality Passport (Dip Test Result).**
- Statement of Product Availability**
- Certificate of Origin of the Product.**

3.Seller logistics team verify the buyer's provided tank farm and pay 3 days first on buyer's tank farm and after

confirmation of the funds by buyer's tank farm, Buyer pays the remaining 2 day to his Tank Farm Company to

obtain 5 Days TSR, to show both parties proof of readiness. GPS Coordinate-Tank storage receipt (TSR).

4.Seller issues following POP documents to Buyer:

- a) Injection report**
- b) Dip test authorization letter (DTA) - Unconditional**
- c)Authorization to sell**
- d)Fresh SGS Report or equivalent.**
- e) Authorization to verify the product in seller's tank (ATV)**

5.Buyer conducts Dip test on the product and makes the payment for the total value of product injected into the

tanks through the means of MT103- TT.

6.Product Injection to buyer's tank proceed.

7.Seller pays all intermediaries involved in the transaction and subsequently monthly shipment continues as per terms and conditions of the Commercial Invoice and extension of the transaction by issuing 12 months contract to the buyer for proceeding.

TANK TAKE OVER (TTO) (5 – 8)

1. Buyer issues Irrevocable Corporate Purchase Order (ICPO) with Guarantee Letter to take over title of the product.

2. Seller issue draft (MOU/TTO) agreement to Buyer counter-sign and return back to the seller along with

Company Registration Certificate...

3. Seller receives the signed MOU/TTO-contract from the Buyer and legalizes the agreement with the Ministry

of Energy, agriculture & trade Russian Federation, and within 48hrs, the seller release the legalized

signed/sealed M.O.U to the buyer.

4. Buyer confirms the receipt of the legalized MOU and revert back immediately with an official letter of

Readiness to take over the cargo with the supplier's commercial terms and condition and making the 5%

down payment, which stands as the Allocation Security & Guarantee Deposit, on receipt and confirmation of

the product documents as listed on 4.1.

4.1 Seller sends to Buyer the following documents for the Buyer's confirmation.

- 1. Seller's company Registration Certificate.**
- 2. Bill of Lading- (in the name of Seller as Consignee.)**
- 3. Cargo Q88.**
- 4. Certificate of Origin**
- 5. Proforma Invoice.**
- 6. 5% Payment deposit Invoice.**
- 7. Cargo Manifest.**
- 8. Cargo Ullage Report.**
- 9. Product Passport-Dip-Test Report.**

5. Buyer confirms the goods documents, makes 5% down deposit of the total product on-board the cargo,

which stands as an Allocation Security & Guarantees payment to the seller nominated bank by T/T Wire

Transfer, which shall be deducted from the total payment value of the take-over product.

6. Seller releases the conducted SGS Test Report of the product with Dip-Test Authorization-DTA to Buyer to

enable buyer company order SGS inspection team for Q & Q conformity analysis inspection upon

goods/cargo arrival at the discharge port.

7. Upon the successful completion of Dip-test inspection, Buyer makes the balance 95% payment by MT103

wire transfer for the total goods value, Seller transfers Title of ownership Certificate to buyer's name as the

legitimate owner of the goods and commence trans-loading.

8. Trans-loading commences immediately.

9. Seller will release payments to the intermediaries involved within 48 hours of receiving the Payment for the

product from the Buyer's bank.